

# Edit an Organization

You can edit an organization to:

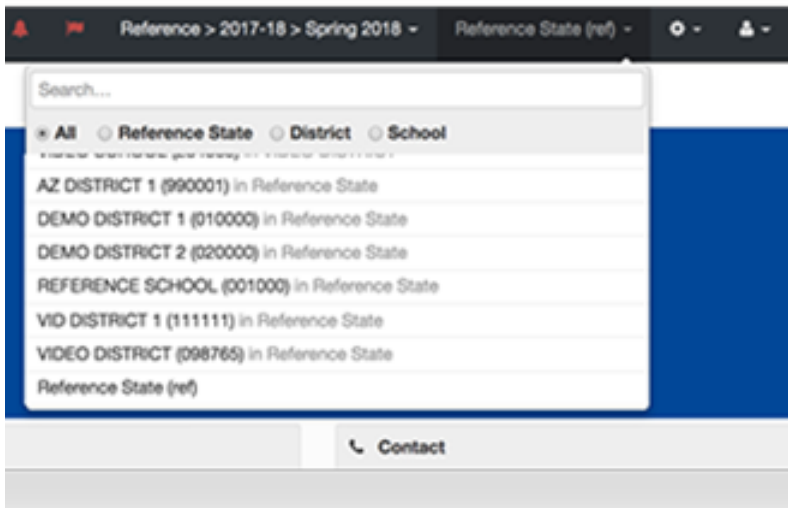
- Update an organization's demographic information (address, phone number, etc.).
- Change the organization it is tied to.
- Close the organization.

This page describes how to manually edit an organization through user interface data fields; however, Pearson recommends entering organizations through a file import — the most common practice.

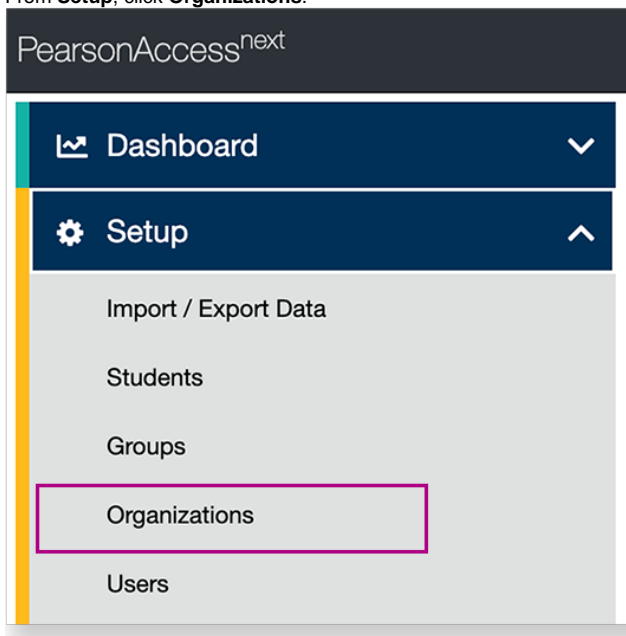
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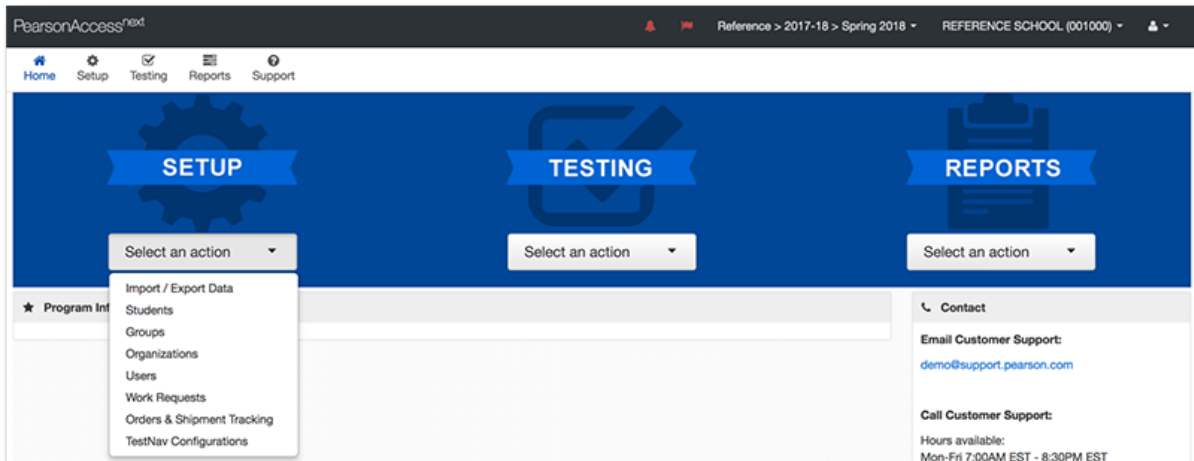
## Step-by-Step

1. Click the organization dropdown, and select a higher-level organization than the organization you want to edit.

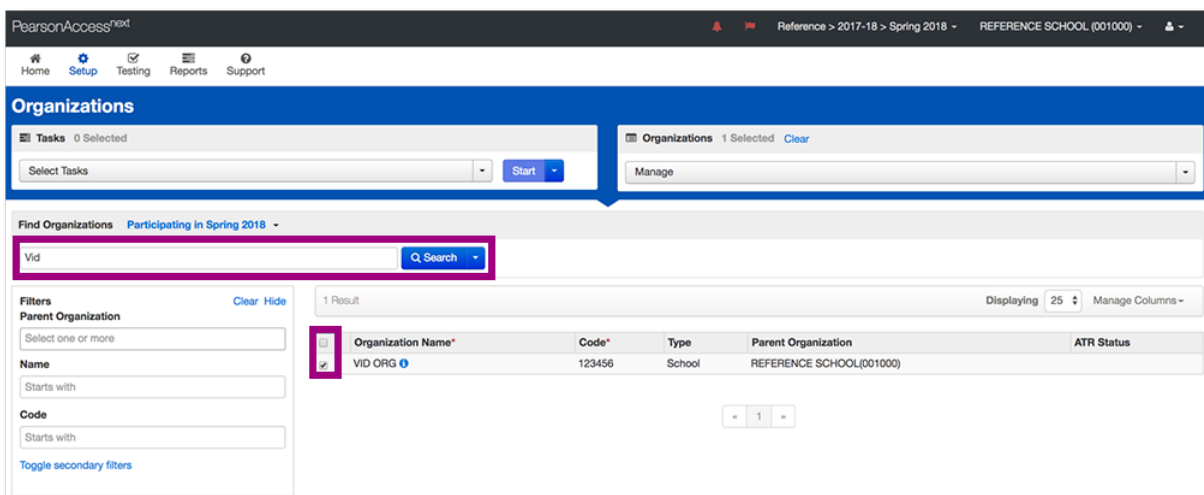


2. From **Setup**, click **Organizations**.

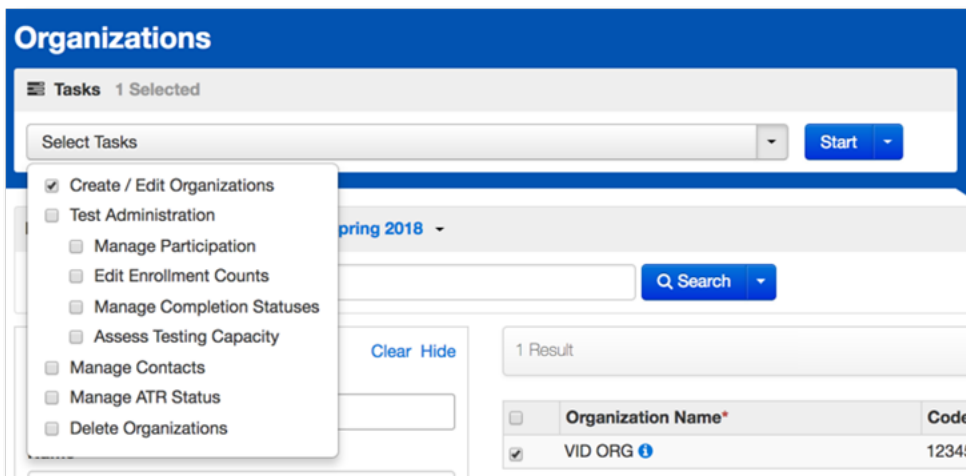




3. Type the organization name into the search field, click **Search**, and click the checkbox next to the organization.



4. Click **Select Tasks**, select **Create / Edit Organizations**, and click **Start**.



5. Select the organization from the list at the left of the page.

Tasks for Organizations

Add Task

Previous Task

Next Task

Exit Tasks

Create / Edit Organizations

ORGANIZATIONS (1)

Create Organization

VID ORG (123456)

DETAILS

VID ORG (123456)

Save

Reset

Type

School

Parent Organization\*

REFERENCE SCHOOL (001000)

Show Organization Details

Show Audit Trail

Name\*

VID ORG

Address

Address Line 1\*

222 STREET

Code\*

123456

Address Line 2

Closed

City\*

WASHINGTON

Phone #\*

111-333-2234

State\*

IA

Phone Extension

Zip Code\*

55345

Fax #

Note: Please verify that your Participation and Contact Information are complete and accurate.

\* Required

Save

Reset

- Type or select the organization details to make changes.
- Click **Save**.

**DETAILS**

VID ORG (123456)

**Type**  
School

**Parent Organization\***  
REFERENCE SCHOOL (001000)

**Name\***  
VID ORG

**Code\***  
123456

☐ Closed

**Phone #\***  
333-22

**Phone Extension**

**Fax #**

**Address**  
**Address Line 1\***  
222 STREET

**Address Line 2**

**City\***  
WASHINGTON

**State\***  
IA

**Zip Code\***  
55345

Note: Please verify that your Participation and Contact Information are complete and accurate.

\* Required

Save


Reset

## Effects

After you add organization, you can:

- Click **Show Organization Details** to see more detailed organization information.
- Click **Show Audit Trail** to see when organizational changes were made and who made them.



- Click the information icon  next to the organization name to view more details.

Authorized users can create next-level organizations to upload student data, user accounts, etc. For that reason, adding organizations is one of the first tasks completed.